

## CDBG Application Score Sheet

	SCORE
1. Meets a National Objective? (5-0)	
2. Meets a local goal and/or priority? (10=NRSA area, 7= local goal=/0)	
3. The proposed program is: New program=10 Expansion of existing CDBG program=7 Existing CDBG program, no change=5 Expansion of existing non CDBG program=5 Existing non-CDBG program, no change=3	
4. Detailed description of proposed program? a. Understand what the program proposes to do? (5-0) b. Good value for the City's investment given the expected # of clients as well as frequency and duration of services? (6-0) c. Does the applicant have organizational capacity to comply with applicable Federal reporting and documentation? (7-0) d. Does it seem like the program will be successful based on the program description and the applicant's experience administering grants? (7-0) e. Does the program provide unduplicated services available elsewhere to the same client base? (5-0)	
5. HUD measureable outcomes? a. Outcomes/measurements well defined – 5 b. "" moderately defined – 3 c. "" poorly defined – 1 d. "" not defined – 0	
6. How much experience does the applicant have with administering Federal, state, and/or private grants? a. Very experienced – 5 b. Some experience -3 c. No experience/little experience - 0	
7. Is CDBG the primary source of cash funding for the proposed project? Yes=0 No=5	
8. Coordination with other community organizations? Are they named? Multiple others? (5-0)	
9. Weighing the project application, project goals and objectives, agency capacity, and potential for positive impact on the community, should the City use CDBG money to fund the program? (10-0)	
<b>Total Application Score (Max score=90 points)</b> 0-32=weak application, 33-60=moderate application, 61-90 strong application	

# Previously Funded Applicants Risk Analysis Worksheet

	SCORE
<b>Category 1 – Grant Management (Low risk, Medium risk, High risk)</b>	
A. Applicant Reporting (6/4/0)	
B. Applicant Staff Capacity and Program Design (10/8/0)	
C. Applicant Program Complexity (12/8/0)	
D. Applicant Open or Stalled Activities (6/4/0)	
E. Applicant Findings and Sanctions (Monitoring and Office of Inspector General) (10/6/0)	
F. *Applicant Cross-Cutting Requirement Compliance (4/2/0)*	
<b>Subtotal for Grant Management (Max 48 points)</b>	
<b>Category 2 – Financial Management</b>	
A. Applicant Financial Staff Capacity (8/4/0)	
B. Monitoring Finding Resulting in Repayment or Grant Reduction (12/6/0)	
C. CDBG Grant Amount (12/8/0)	
D. Applicant Program Income (4/2/0)	
E. Applicant Single Audits or Other Financial Reporting (4/0)	
F. Is the budget for the CDBG funded activity separate from other activities undertaken by the Applicant? (8/4/0)	
<b>Subtotal for Financial Management (Max 48 points)</b>	
<b>Category 3 – Services and Satisfaction</b>	
A. Applicant citizen complaints or negative media exposure (6/2/0)	
B. Applicant responsiveness (4/2/0)	
<b>Subtotal for Services and Satisfaction (Max 10 points)</b>	
<b>Total Overall CDBG Risk Score (Max 106 points)</b>	

0-54 points High Risk – Staff will recommend not funding the program

55-80 points Medium Risk – Technical Assistance will be required

81-106 points Low Risk

\*Besides the rules and requirements specific to the CDBG Program, there are several additional broad federal rules that must be adhered to in the course of administering the program. While the Grantee is responsible for implementing these rules, subrecipients must also be aware of them and actively ensure that a project or activity is in compliance. These other federal requirements cover the following areas: non-discrimination and equal access; employment and contracting; environmental review; site and neighborhood standards; relocation; and lead-based paint.

## Applicant Risk Analysis Worksheet-New Applicants

	SCORE
<b>Category 1 – Grant Management (Low risk, Medium risk, High risk)</b>	
A. Applicant Staff Capacity (understanding all of the requirements) and Program Design (10/8/0)	
B. Applicant Program Complexity (12/8/0)	
C. *Applicant Cross-Cutting Requirement Compliance (4/2/0)*	
D. Any potential conflicts of interest? (6/4/0)	
E. Has the organization ever received CDBG funds before (from COB or other grantees?) (8/4/0)	
F. Has the organization ever undertaken the proposed activity before? (8/4/0)	
G. Applicant Organization (Newly created, well established, experience with CDBG or other Federal programs, no independent source of funding) (4/8/10/0)	
<b>Subtotal for Grant Management (Max 52 points)</b>	
<b>Category 2 – Financial Management</b>	
H. Applicant Financial Staff Capacity (8/4/0)	
I. Applicant Program Income (4/2/0)	
J. Applicant Single Audits or Other Financial Reporting (4/0)	
K. Is the budget for the CDBG funded activity separate from other activities undertaken by the Applicant? (8/4/0)	
<b>Subtotal for Financial Management (Max 24 points)</b>	
<b>Category 3 – Services and Satisfaction</b>	
L. Applicant citizen complaints or negative media exposure (6/2/0)	
M. Applicant responsiveness (4/2/0)	
<b>Subtotal for Services and Satisfaction (Max 10 points)</b>	
<b>Total Overall CDBG Risk Score (Max 86 points)</b>	

0-28 points High Risk – Staff will recommend not funding the program  
 29-57 points Medium Risk – Technical assistance will be required  
 58-86 points Low Risk

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